

SIR GEORGE WILLIAMS UNIVERSITY
INTERNAL MEMORANDUM

TO: M. Stone, Information Officer
FROM: N. Manson, Admin. Director, SGWBS
SUBJECT: CPS Exam Centre at Sir George

DATE: April 17, 1970

Enclosed are copies, in English and French, of a press release covering the fact that the University will be serving as test centre for the annual CPS Examinations.

These examinations take place every year on the first full weekend in May. This year, the exams take place, as you will see, on May 1 and 2, and I personally shall be Proctor for these exams.

Of the two English copies, I suggest one be sent to the MONTREAL STAR, and the other, to the GAZETTE. Of the two French copies, I suggest one be sent to LA PRESSE, and the other to LE DEVOIR.

Prime Minister Trudeau has declared the week of April 19 to be National Secretaries Week, and I believe that this would be the best time for this item to appear in the newspapers, both in French and English.

I might point out that the University, through its attached Business School, has acted as a centre for these examinations for the last 12 to 13 years. If you need anymore information about this insertion, you may reach me at extension 2807.

A handwritten signature in dark ink, appearing to be 'N. Manson', with a long horizontal line extending to the right.

SIR GEORGE WILLIAMS UNIVERSITY
SELECTED AS EXAMINATION CENTER FOR CPS EXAMINATION

Sir George Williams University, Montreal, Québec, will serve as an examination center for the 1970 annual Certified Professional Secretary Examination to be administered Friday and Saturday, May 1 and 2, it was announced by Mr. Norman Manson, Administrative Director,
Sir George Williams Business School.

Sir George Williams University will be one of 116 centers for the two-day, six-part examination, which approximately 2,200 secretaries will take throughout the United States, Canada, and Puerto Rico.

To date 4,638 have earned the right to use the CPS designation by passing the six parts of the examination: Personal Adjustment and Human Relations, Business Law, Business Administration, Secretarial Accounting, Communications & Decision Making, and Secretarial Procedures.

The examination is open to all secretaries who meet certain educational requirements in combination with specified years of verified secretarial experience. Applications for the 1971 examination are now being accepted by the Institute for Certifying Secretaries, 1103 Grand Avenue, Suite 410, Kansas City, Missouri, 64106.

Les normes permettant aux candidates de se présenter aux examens sont: le niveau d'instruction et un certain nombre d'années d'expérience comme secrétaire. On peut dès maintenant faire sa demande en vue des examens de 1971. On n'a qu'à écrire à: l'Institut des secrétaires agréées, 1103, avenue Grand, suite 410, Kansas City, Missouri 64106, E.-U.

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Pour plus de renseignements, se mettre en rapport avec M. N. Manson au 879-2807

LES EXAMENS CPS AURONT LIEU A
L'UNIVERSITE SIR GEORGE WILLIAMS

C'est à l'université Sir George Williams que revient la distinction d'être le seul centre à Montréal pour les examens annuels en vue du diplôme "Certified Professional Secretary" (Secrétaire professionnelle agréée). Ces examens auront lieu vendredi et samedi, les premier et deux mai annonce Monsieur Norman Manson, directeur administratif de l'Ecole commerciale de cette université.

L'université Sir George Williams sera un des 116 centres à recevoir les candidates pour ces examens de deux jours répartis sur six matières. Environ 2,200 secrétaires, tant au Canada qu'aux Etats-Unis et à Porto Rico s'y présenteront.

Jusqu'à présent 4,638 secrétaires ont obtenu le diplôme CPS "Certified Professional Secretary" (Secrétaire professionnelle agréée) après avoir réussi les six matières à l'examen, soit:

- les relations humaines
- la loi dans les affaires
- l'administration des affaires
- la comptabilité de secrétariat
- l'art de la communication et de la décision
- l'expérience de secrétariat